

**BY ORDER OF THE COMMANDER
AIR EDUCATION AND TRAINING
COMMAND**

**AIR EDUCATION AND TRAINING
COMMAND INSTRUCTION 11-203**

28 JULY 2015

Flying Operations

**FLYING TRAINING SIMULATOR
INSTRUCTOR PROGRAMS**



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFD 11-2, Aircraft Rules and Procedures and AFD 11-4, Aviation Service. It authorizes and establishes procedures and criteria for training, qualifying and evaluating simulator instructors assigned to flying training units (except Air Battle Management simulator instructors). It does not apply to simulator instructors working under an Aircrew Training System contract, instructors teaching in the T25 simulator for electronic combat training, or Battle Management simulator instructors. With the exception of personnel participating in an AETC Associate Instructor Pilot (IP) program, this supplement does not apply to Air Force Reserve Command (AFRC) or Air National Guard (ANG) units unless specified by MAJCOM Memorandum of Understanding. Unless otherwise specified, AETC/A2/3/10 is the waiver authority for this instruction. Requests for waivers will be submitted in accordance with paragraph 1.4. See **Attachment 1** for a glossary of references and supporting information. Forward proposed unit-level supplements to this instruction to AETC/A3VO for coordination prior to publication. (T-2) Submit suggested improvements to this supplement via AF Form 847, *Recommendation for Change of Publication*, through command Standardization/Evaluation (stan/eval) channels to the AETC/A3VO workflow email. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Disposition Schedule (RDS) located in the Air Force Records Information Management System (AFRIMS).

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed. This change expands military simulator instructor (MSI) definition to include all aircraft instructor positions; modifies tiering; clarifies training documentation and tracking guidance (1.9.4); deletes references to AETC/A3Z (1.5.2); deletes requirement to track 30, 60, and 90 day cumulative training totals; clarifies DNIF monitoring guidance (1.10.3); clarifies qualified aircraft instructor simulator training guidance (2.1.2); adds training guidance for new CSIs who hold a valid aircraft AF Form 8 qualification (2.2.2); deletes requirement for a CSIE to monitor qualified aircraft instructor MSI performance following training (2.4.2); adds guidance on expiration of qualified aircraft instructor MSI INSTR evaluation (2.10.3); adds CRM ground training and deletes Ops limit exam requirement (Table 2.2); modifies instrument approach and ELP currency guidance (Table 2.3); modifies ID sortie guidance (2.18 thru 2.18.4); deletes mission briefing as a critical item (Table 3.2); clarifies several area grading criteria (Table 3.2); clarifies EPE guidance (3.5.1 and 3.5.2); and modifies Reviewing and Final Approving Officer guidance (3.8.1.8.2).

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Chapter 1

GENERAL GUIDANCE

1.1. General. Due to the large number of weapon system simulators used for flying training and their associated missions, this guidance cannot cover all situations or requirements. This instruction is meant to be used for basic policy guidance and must be supplemented to cover weapon system unique requirements.

1.2. Certification of Qualified Military Aircraft Instructors as Military Simulator Instructors (MSIs). Qualified aircraft instructors may be certified as simulator instructors in accordance with the MSI specific training and qualification requirements as specified in Chapters 2 and 3 of this instruction.

1.3. Recommended Changes. AETC/A2/3/10 is approval authority for changes and revisions to this instruction. Submit suggested changes to this instruction via AF Form 847, Recommendation for Change of Publication, through standardization/evaluation (stan/eval) channels to the AETC/A3V workflow email.

1.4. Waivers. Policy and procedures are enacted to provide quality and consistency in training and evaluation whether at an undergraduate or graduate level. Occasionally, unique circumstances may warrant special consideration and possible waiver of policy provisions. At the same time, because it is important to preserve fidelity of training, evaluation, and policy implementation throughout the command, a process must be established for review of proposed waivers.

1.4.1. Unless otherwise stated, AETC A2/3/10 is the waiver authority for waivers that change the intent of the policy outlined in this instruction. Wing commanders are the approval authority for individual personnel exceptions to the policy outlined in this instruction caused by special or unusual circumstances.

1.4.2. AETC commanders will submit all Higher Headquarters waiver requests to AETC/A2/3/10 in memorandum format via the Tasker Management Tool (TMT) if available. Waiver requests must provide justification why the individual or unit cannot comply with requirements. AETC/A3VO and the units will file a copy of approved waivers according to AFI 33-360, Publications and Forms Management.

1.4.3. Operations Group (OG) commanders of units publishing local supplements will handle waivers to unit supplemental guidance.

1.5. Responsibilities:

1.5.1. AETC/A3F. Determines CSI training requirements and writes the appropriate syllabuses.

1.5.2. AETC/A3V. Office of primary responsibility (OPR) for this instruction and will:

1.5.2.1. Provide standardized command guidance for AETC simulator instructor programs.

1.5.2.2. Process all change requests.

1.5.2.3. Review subordinate unit supplemental publications and training programs.

1.5.2.4. Provide assistance to subordinate units for implementation, direction, and monitoring of simulator instructor training programs.

1.5.2.5. Initiate action to correct training deficiencies.

1.5.2.6. Ensure HQ AETC approved syllabuses and formal training programs are implemented.

1.5.2.7. Monitor unit training programs.

1.5.2.8. Ensure timely and accurate training reports are submitted.

1.5.3. Operations Group Commander. OG/CCs will:

1.5.3.1. Supplement this instruction to ensure all MDS-specific and local training and evaluation requirements are documented.

1.5.3.2. Ensure subordinate units manage simulator instructor training programs to meet unit needs.

1.5.3.3. Review programs and supplements annually. (T-3)

1.5.3.4. Determine if additional training is required for reported end-of-cycle CSI training deficiencies.

1.5.4. Squadron Commander/Lead CSI. The SQ/CC or the lead CSI will:

1.5.4.1. Establish simulator instructor training policies and guidance to include, but not limited to, instructor development (ID), continuation training (CT), buddy simulator instructor (BSI) programs, and unit academic instructor (AI) qualifications/certifications. (T-2)

1.5.4.2. Brief new CSIs on their responsibilities and BSI program policies before the new instructor accomplishes student training. (T-3)

1.5.4.3. Review completed BSI program documentation, assign qualified individuals to a training status, and certify instructors on an AF Form 4348, USAF Aircrew Certifications. (T-2)

1.5.4.4. Certify highly experienced CSIs as instructor CSIs (ICSI) to ensure effective training of the CSI cadre.

1.5.4.5. Certify the minimum number of highly qualified ICSIs as CSI examiners (CSIE) to meet CSI evaluation requirements listed in Chapter 3 and ensure quality of the CSI cadre.

1.5.4.6. Publish a roster (Letter of Xs/LoX) of simulator instructor qualifications and certifications as required. (T-2) The SQ/CC/lead CSI will determine what additional items are included on the LoX. See paragraph 1.9.2.1.

1.5.4.7. Report end-of-cycle training deficiencies to the OG/CC. (T-3)

1.5.4.8. Identify the levels of supervision required to accomplish required CSI training. (T-2)

1.5.4.9. Assist the group in development of unit simulator instructor training programs.

1.5.4.10. Manage unit CSI cadre to ensure effective utilization and training.

1.5.5. Flight Commander/Lead Weapon System (LWS) CSI. Flight Commanders/lead Weapon System CSIs will:

1.5.5.1. Manage appropriate MDS CSI cadre to ensure effective utilization and training.

1.5.5.2. Supervise overall scheduling, training, and progress of qualification training (QT) and the unit CSI CT program.

1.5.5.3. Brief new CSIs on unit policies, techniques, grading practices, and any other applicable items before the new instructor conducts student training. (T-3)

1.5.5.4. Recommend an individually tailored BSI training program to the squadron commander based on the new CSI's past performance and experience. (T-2)

1.5.5.5. Observe a student simulator sortie with the new CSI during QT and again in the BSI program. (T-2)

1.5.5.6. Regularly update the SQ/CC/lead CSI on the status of all instructors in training. Provide an estimated completion date and reason for delay for all instructors exceeding 3 months in the BSI program. (T-3)

1.5.5.7. Ensure BSI documentation is maintained in a BSI folder and reviewed monthly until completion of the program.

1.5.5.8. Ensure CSIs complete the BSI program in a timely manner.

1.5.5.9. Verify new CSIs have met all BSI requirements before sending training documentation up the chain of command for review. (T-2)

1.5.5.10. Monitor currencies and requirements of assigned CSIs.

1.5.5.11. Ensure schedulers request simulators required to meet CT requirements.

1.5.5.12. Ensure CSIs only participate in sorties, events, and tasks for which they are adequately prepared, trained, qualified, and certified unless the activity is part of an upgrade syllabus or program leading to qualification or certification.

1.5.5.13. Maintain CSI training folders. Secure, electronically generated training folders may be used.

1.5.5.14. Inspect training folders on CSIs who have completed QT and forward the folders to the squadron commander. (T-3) Maintain all completed training records in each CSI's training folder until the AF Form 4348 is signed by the SQ/CC and disposed of IAW the Air Force Records Disposition Schedule. (T-2)

1.5.6. All Supervisors. Supervisors at all levels are responsible for monitoring the progress of CSI training to ensure timely progression through appropriate training phases and to identify areas for which additional training is needed.

1.5.7. Individual Simulator Instructors. Each simulator instructor will:

1.5.7.1. Obtain required briefings before starting training. (T-3)

1.5.7.2. Be responsible for completing training requirements and currencies within the guidelines of this instruction.

1.5.7.3. Participate only in activities for which they are adequately prepared, trained, qualified, and certified unless the activity is part of an upgrade syllabus or program leading to qualification or certification.

1.6. Phases of Training:

1.6.1. Qualification Training (QT). For the purposes of simulator instructor training, initial qualification training (IQT) and unique mission qualification training (MQT) items (if applicable) will be combined into one syllabus. This training is referred to as “qualification training” in this instruction. QT is covered in Chapter 2 of this instruction.

1.6.2. Continuation Training (CT). CT is necessary for qualified simulator instructors to maintain their level of maneuver and instructor proficiency. It provides minimum ground and simulator training requirements. CT is also necessary to develop the simulator instructor force and certify instructors in specific unit or local area requirements.

1.7. Academic Instructor (AI) Training. Academic training is specifically defined in each formal syllabus and must be presented by a qualified AI. All simulator instructors (CSIs and MSIs) selected to become AIs must be qualified/certified in accordance with AETCI 36-2604, Flying Training Instructor Programs before teaching any academic training.

1.8. Training Concepts and Procedures:

1.8.1. Squadron commanders/lead CSIs will ensure training programs are designed to achieve the highest degree of qualification and proficiency consistent with safety and resource availability. The most highly experienced CSIs will be certified as ICSIs. All simulator instructor training will be taught by ICSIs.

1.8.2. Unless specifically directed, the squadron commander/lead CSI will determine the level of supervision required to accomplish training. If the mission objectives include introduction to tasks or instruction to correct previous discrepancies, a highly experienced ICSI may be required. If mission objectives require direct supervision, the lead weapon system CSI may be warranted.

1.9. Training Records and Reports. Units will:

1.9.1. Maintain a training folder for each assigned CSI and non aircraft instructor qualified MSIs. (T-2) The training folder will include records of individual training to include, but not limited to, QT, BSI, AI training, and certifications, in accordance with the records disposition schedule (RDS). Training records for aircraft instructor qualified MSIs will be maintained in their established training folder. Note: A model electronic training folder can be found on the AETC/A3V SharePoint site located at: <https://eis.aetc.af.mil/hq/A23/A3V/default.aspx> under “Other Related Training Documents.”

1.9.2. The AF Form 4348 provides a permanent record and certification source for simulator instructor certifications not attained through an AF Form 8, Certificate of Aircrew Qualification. Following signature on the AF Form 4348, records of training leading up to the certification may be removed from the training folder.

1.9.2.1. For each certification achieved and listed on the letter of Xs, units will maintain documentation on an AF Form 4348 in the individual’s training folder. (T-2) Use one line for each certification. If a certification is given with restrictions, state the restrictions on the AF Form 4348 in the Remarks block.

1.9.2.2. Decertification of events fall into two categories: Decertification for Cause (with prejudice) and Discretionary Decertification (without prejudice).

1.9.2.2.1. Decertification for Cause. This action is normally associated with Commander-Directed Downgrade of a simulator instructor, but also applies to commander-directed decertification of examiners (resulting from substandard performance). To document Decertification for Cause, place an "X" in the appropriate box; enter date of decertification under Decertification Date block; enter name, rank, organization and office symbol and signature of the decertifying official under Decertifying Official/Organization block.

1.9.2.2.2. Discretionary Decertification. An administrative action not based on performance. Such decertification is warranted when loss of certification occurs that will not be regained, when instructor certified events become core mission events, or when a higher certification is obtained making the previous entry obsolete. Discretionary Decertification is also applicable for decertification of CSIEs as a result of reasons other than substandard performance. To document Discretionary Decertification, place an "X" in the appropriate box; enter date of decertification under Decertification Date block; enter name, rank, organization and office symbol and signature of the decertifying official under Decertifying Official/Organization block.

1.9.2.3. For simulator instructors who change weapon systems while assigned/attached to the same organization, prepare a new AF Form 4348 indicating the new weapon system and transcribe all events which apply to the new weapon system. (T-2)

1.9.2.4. During the initial review of individual training folder for new CSIs (if one exists), review previous AF Form 4348 (or other certification documentation) entries to determine all applicable certifications of the newly assigned CSI. Document applicable certifications accepted by the gaining unit commander/lead CSI on a new AF Form 4348. (T-3) The Lead CSI or other individual designated by the lead CSI will sign a one line entry below all other entries verifying that above certification transcriptions are accurate. (T-2)

1.9.2.5. Computer-generated AF forms must mirror AF forms published on the Air Force e-Publishing web site.

1.9.2.6. Describe unit AF Form 4348 procedures/program in the unit supplement. (T-2) Include a list of certifications applicable to the unit and designated certifying officials. Document procedures to ensure certifications reflected on AF Form 4348 are also included in ARMS. (T-2)

1.9.3. Use AF Form 4293, Student Activity Record, to document any unusual occurrence that could affect training progress. ICSIs should annotate areas of difficulty on the form.

1.9.4. Document and track training in ARMS/TIMS/GTIMS. (T-2) Track the following information for all CSIs, as applicable: (Note: Aircraft instructor qualified MSI requirements will be tracked IAW MDS-specific volume 1.)

1.9.4.1. Ground training dates accomplished and expiration dates.

1.9.4.2. Events required, by total accomplished and amount remaining for the training cycle.

1.9.4.3. Category currency by date last accomplished and expiration date.

1.9.4.4. Academic lesson, phase, or course currency by date last accomplished and expiration date.

1.9.4.5. Annual academic instructor requalification.

1.9.4.6. Periodic evaluations by date last accomplished and expiration date.

1.9.5. Units may specify additional training folder requirements.

1.10. Go/No-Go Procedures. Units will establish a positive control system that ensures simulator instructors have completed all training required for the proposed mission. Units will provide guidance on this system in the unit supplement. (T-2) As a minimum, the Go/No Go system will monitor:

1.10.1. Qualifications and certifications.

1.10.2. Currency items required IAW this instruction for or AFI 11-2MDS, Vol 1 for aircraft instructor qualified MSIs.

1.10.3. Duty Not Involving Flying (DNIF) status. (Aircraft instructor qualified MSI Only)

Chapter 2

TRAINING

2.1. Qualification Training (QT).

2.1.1. On completion of the MAJCOM approved CSI syllabus, CSI and non-aircraft qualified MSI candidates will be qualified as simulator instructors. **Exception:** unusual circumstances, candidates undergoing QT will receive ground and simulator instruction with a minimum of interruption, and complete training within the time specified by the syllabus.

2.1.2. MSI candidates qualified as instructors in the aircraft are automatically qualified to operate the simulator from their respective crew position without further training. Qualified aircraft instructors who will instruct from the simulator instructor operator station (IOS) must be trained to operate the appropriate IOS. Units will publish an IOS training program for qualified aircraft instructors. (T-2) As a minimum, they should include the training requirements specifically listed in paragraphs 2.3.2 and 2.4.2. Note: Qualified aircraft instructors who learned to operate the simulators to an equivalent level required by the Simulator Instructor Training (SIT) qualification syllabus (appropriate SIT track) during their instructor upgrade course need not accomplish additional MSI training.

2.1.3. MSI candidates not qualified as instructors in the aircraft must meet all requirements of the appropriate CSI SIT syllabus and this instruction.

2.2. Prerequisites.

2.2.1. QT course prerequisites will be according to the appropriate MAJCOM approved syllabus. Applicants who were not previous flight instructors must have the CSI syllabus tailored to meet any additional training or evaluation requirements. They must also complete an expanded BSI program.

2.2.2. CSI hires who hold a valid AF Form 8 qualification in the aircraft are immediately qualified as simulator instructors per paragraph 2.1.2. The new hire CSI must complete orientation training as directed by the Lead, Assistant Lead or LWS CSI. The training will orient the new CSI on local procedures, mission orientation, and IOS operations per paragraph 2.1.2.

2.3. Ground Training.

2.3.1. Ground training will follow the CSI SIT syllabus flow, but may be tailored to the individual's background and experience as well as local weapon system requirements.

2.3.2. Aircraft instructor qualified MSI candidates, who will instruct from the simulator IOS, must accomplish at least one ground training session relating to operation of the appropriate flying training device and IOS with a current and qualified simulator instructor. (T-2) **Note:** This training may be conducted as part of training required by paragraph 2.4.2. Units may establish more requirements in a unit supplement to this instruction.

2.4. Simulator Training.

2.4.1. CSI candidates in QT will train under the supervision of an ICSI until completing the qualification evaluation. The CSI SIT syllabus mission objectives and tasks are minimum

requirements for qualification. Additional training due to non-progression is only available within the constraints of the formal course syllabus.

2.4.2. Aircraft instructor qualified MSI candidates, who will instruct from the simulator IOS, must observe a current and qualified simulator instructor (preferably an ICSI or CSIE) during at least one mission in any category. (T-2) Units may establish more requirements in a unit supplement to this instruction. Upon completion of training, the unit commander will certify the MSI. Note: Aircraft qualified instructors who learned to operate the simulators to an equivalent level required by the SIT qualification syllabus (appropriate SIT track) during their instructor upgrade course need not accomplish additional MSI training.

2.5. Multiple Qualifications. Qualification in more than one weapon system simulator requires AETC/A3V approval. Simulator instructors qualified in more than one weapon system must meet all training and evaluation requirements of each weapon system.

2.6. Conversion and Difference Qualifications. Conversion qualification will be accomplished IAW the guidance in the appropriate CSI qualification syllabus. Difference training is not authorized without AETC/A3V approval.

2.7. Loss of CSI Qualification. Failure of an evaluation, a commander-directed downgrade, or failure to perform CSI duties for more than 225 calendar days will result in loss of CSI qualification. To regain qualification, CSIs must, at a minimum, successfully complete an evaluation according to Chapter 3 of this instruction.

2.8. Loss of MSI Qualification.

2.8.1. MSIs not qualified as aircraft instructors will follow guidance in paragraph 2.7 above.

2.8.2. Aircraft instructor qualified MSIs who fail an aircraft instructor evaluation (or any evaluation for instructional reasons), allow the evaluation to lapse, or receive a commander-directed downgrade will not instruct in the simulator until a successful instructor requalification evaluation is accomplished in accordance with the appropriate MDS-specific, volume 2. MSIs who fail an aircraft mission evaluation or allow it to expire will not instruct those areas in the simulator until a successful requalification evaluation is accomplished in accordance with the appropriate MDS-specific, volume 2. Paragraph 2.10.3 expands guidance for aircraft instructor qualified MSIs on extended DNIF status.

2.9. Simulator Instructor Requalification. The following provides criteria for requalifying simulator instructors who have not performed simulator instructor duties for:

2.9.1. A period of 226 calendar days to 2 years. OG/CCs are the approval authorities for locally-generated simulator instructor requalification programs used in lieu of completing a formal qualification syllabus for flying training programs under their oversight. Locally generated programs will be developed considering the simulator instructor's previous experience and currency. (T-2) Highly experienced ICSIs will conduct the training. A requalification instructor (RQ INSTR) evaluation will be completed for CSIs according to Chapter 3 of this instruction. (T-2) Forward copies of the training plan to AETC/A3F or AETC/A3Q, as appropriate. (T-2)

2.9.2. A period of more than 2 years. The simulator instructor must complete the appropriate qualification syllabus. (T-2) Note: Aircraft instructor qualified MSIs must accomplish IOS training. (T-2)

2.10. Continuation Training (CT).

2.10.1. Judicious scheduling of CT is required to develop instructors and ensure training standardization. As part of the CT program, ID sorties are flown to develop individual instructional skills and enhance basic simulator proficiency. These sorties allow less experienced simulator instructors to learn and refine techniques from more experienced simulator instructors. Units will track all CT requirements in ARMS/TIMS/GTIMS. (T-3)

2.10.2. Aircraft instructor qualified MSIs will comply with all appropriate MDS-specific, volume 1 CT requirements. They are not responsible for other CT requirements in this instruction unless their MDS-specific volume 1 requirements are not met. Aircraft instructor qualified MSIs unable to maintain MDS-specific, volume 1 currency due to extended DNIF (or other reasons beyond the aircrew member's control), may continue to instruct students in the simulator as long as their INSTR evaluation is current and they are cleared for simulator duty by the flight surgeon. After expiration of MDS-specific, volume 1 CT requirements, they will comply with all CT requirements listed in this instruction until regaining currency in the aircraft. (T-2)

2.10.3. Aircraft instructor qualified MSIs may continue to instruct in the simulator after expiration of their INSTR evaluation if they are administered a simulator instructor (SI) Form 8 evaluation administered by a CSIE. The SI INSTR evaluation must occur before the expiration of the current aircraft INSTR qualification.

2.11. Training Cycle. There are two semiannual CT training cycles, 1 January to 30 June and 1 July to 31 December of each calendar year. Semiannual requirements are reviewed at the end of each semiannual period.

2.12. CT Administration:

2.12.1. Quarterly CT Meetings:

2.12.1.1. To encourage training cross flow, CSIs should attend CT meetings sponsored by the flying training squadron (FTS) flight to which they are assigned or attached when their primary duty schedule allows.

2.12.1.2. Units may hold a separate CSI CT meeting if desired. The purpose of these meetings should be to discuss standardization, safety, mission-related topics, instructional techniques, grading practices, and to increase general knowledge. Aircraft instructor qualified MSIs are highly encouraged to attend CSI CT meetings if held.

2.12.1.3. All available CSIs will attend CSI-Specific CT meetings (or the FTS meeting if no CSI-specific meetings are held). (T-2) The unit will determine a method to track attendance. (T-2) Individuals not available for CT meetings will read the meeting minutes or be briefed by a supervisor. (T-2)

2.12.2. Requirements. This instruction establishes minimum simulator instructor CT requirements. Units may direct additional training, to include cockpit performance, in a supplement to this instruction as necessary for individual weapon system requirements. ID sorties are meant to help build and maintain instructor proficiency.

2.12.3. Prorating End-of-Cycle Requirements. At the end of the training cycle, the squadron commander/lead CSI may prorate training requirements for instructors who were not available for duty. Use the prorating allowance in Table 2.1 to determine the number of

months to be prorated based on each period of consecutive calendar days of non-duty. Requirements may be prorated to zero.

Table 2.1. Prorating Allowance.

I T E M		
	Consecutive Days of Non-Duty	Months of Proration
1	0 - 15	0
2	16 - 45	1
3	46 - 75	2
4	76 - 105	3
5	106 - 135	4
6	136 - 165	5
7	166 - 180	6

2.12.4. Failure to Complete CT Requirements:

2.12.4.1. Simulator instructors who fail to maintain ground and/or simulator training requirements will not instruct in the new training cycle until a review is completed to determine the cause of the deficiency and whether additional training is required.

2.12.4.2. The OG commander is the review authority for CT requirements. The reviewer should consider the type and magnitude of the deficiency and the individual's experience level to determine if the previous training cycle requirements must be accomplished or if additional training or increased supervision is warranted. Document reviews in the individual's training folder.

2.13. Periodic Emergency Procedures (EP) Simulator Training: (Note: Not required for aircraft instructor qualified MSIs.)

2.13.1. All simulator instructors will accomplish a semiannual EP simulator. (T-2) Accomplish the mission in the simulator cockpit with another simulator instructor operating the IOS. (See [paragraph 3.5](#) for using an EP simulator as the requisite emergency procedures evaluation [EPE].) **Note:** Instructors may swap positions after all requirements have been met.

2.13.2. Because of local emergency scenarios, a locally generated simulator EP instructor guide will be used when administering the simulator. (T-3) The simulator mission should include:

2.13.2.1. A cross section of critical action procedures and selected noncritical action emergencies.

2.13.2.2. A cross section of thrust deficient situations.

2.13.2.3. Applicable mishap lessons learned identified by MAJCOM, wing, or unit safety staffs.

2.14. BSI Program: (Note: Not required for aircraft instructor qualified MSIs.)

2.14.1. Following QT, the Flight Commander or the lead weapon system CSI will assign each new simulator instructor to a highly qualified BSI who will monitor the new instructor's performance and provide guidance in all areas of job requirements until the new instructor has instructed through each category of training. (T-2) **Note:** The BSI program is not required for any simulator instructor who has previously completed a Buddy Instructor Pilot/BSI program in the same MDS aircraft or simulator.

2.14.2. The training prescribed in Attachment 2 is the minimum required. Squadron commanders/lead CSIs should tailor each individual's BSI program and provide additional training as required. Document additional BSI training in the instructor's training folder. (T-3)

2.15. Ground Training Requirements. (**Note:** Not required for aircraft instructor qualified MSIs.)

2.15.1. **Table 2 2** summarizes ground training requirements. For ground training prescribed by other instructions, units must refer to those instructions for the latest requirement. Initial ground training accomplished during QT may be credited toward CT requirements for the training cycle in which it was accomplished.

2.15.2. Refer to the ETCA web page at <https://etca.randolph.af.mil/> for ancillary ground training requirements.

2.15.3. Academic Instructor currency will be IAW AETCI 36-2604.

Table 2.2. Simulator Instructor Ground Training Requirements.

I T E M	A	B	C
	Subject	Frequency	Grounding
1	Boldface /Critical Action Procedures (CAPs) (Note)	Monthly	Yes
2	Instrument refresher course	See AFMAN 11-210	No
3	Cockpit/crew resource management (CRM) continuation training	Annual See AFI 11-290	No
Note: If applicable to the MDS. Required before the first sortie of the month (may be accomplished up to 5 business days prior to the first of the month). An unsatisfactory boldface exam will result in restriction from conducting simulator operations until successful reaccomplishment.			

2.16. Flying Training Requirements. (**Note:** Not required for aircraft instructor qualified MSIs.)

2.16.1. Any sortie where instruction is offered; student, CT, or permanent party, may be considered an instructional sortie.

2.16.2. All qualified simulator instructors will meet instructor currency requirements in **Table 2.3** and sortie/event requirements in **Table 2.4** as appropriate. (T-3) Events may be logged when accomplished on any sortie. Events may be logged during formal training syllabus missions when the instructor demonstrates the maneuver from the cockpit. OG/CC

is the approval authority for changes to these requirements. Document changes in the individual's training folder. (T-3) Instructors will not teach maneuvers in which currency has expired until currency is regained.

Table 2.3. Simulator Instructor Currency Requirements.

I T E M	A	B
	Maneuver	Frequency
1	Instrument approach (Note: 1 & 2)	120 Days
2	Emergency landing pattern (ELP) (Note:3)	120 Days
3	Instructional Sortie (Note: 4 & 5)	60 Days
Notes: 1. Instrument approaches will be flown from the IAF or radar vectors, to landing or missed approach. Currency is regained by flying an instrument approach with a current simulator instructor operating the IOS. 2. Simulator instructors may log instrument approaches in a solo simulator. (Solo simulators cannot be logged as an ID sortie.) 3. Required for single-engine aircraft only. Currency may be regained by flying an ELP with an ELP current simulator instructor operating the IOS. 4. Instructional sortie currency may be updated anytime a student mission or ID sortie (including BSI sorties) is accomplished from the cockpit or IOS. 5. Aircraft instructor qualified MSIs must accomplish an instructional sortie in each category certified to instruct every 120 days.		

Table 2.4. Simulator Instructor Semiannual Event Requirements.

I T E M	A	B
	Maneuver	Number Required
1	Instructional sortie (Notes: 1, 2, 3 & 4)	50
2	Instructor development sortie (Note: 5)	3
3	EP simulator	1
4	Precision approaches (Note: 6)	2
5	Non-precision approaches (Note: 6)	2
Notes: 1. The 558 CC/DO and all lead CSIs must accomplish at least 25 student instructional sorties. Units may adjust requirements to meet resource availability and syllabus requirements. 2. Two student instructional sorties may be logged when two students are instructed on the sortie. 3. Certified AIs may log a student instructional sortie for every 3 hours of classroom instruction or every class they teach. 4. Simulator instructors may log instructional sorties on any simulator mission providing training		

to students or permanent party members.

5. One semiannual EP simulator from line 3 (even when multiple are flown) and all BSI sorties count in this total.

6. Simulator instructors may log instrument approaches in a solo simulator. (Solo simulator cannot be logged as an ID sortie.)

2.17. Instructional Category Currency. All simulator instructors must accomplish an instructional sortie every 60 days, and must instruct in each category of training every 120 days to remain current. (T-3) Instructional category currency may be updated anytime a student mission or ID sortie (including BSI sorties) in that category is accomplished from the cockpit or IOS. Non-current instructors must regain currency before instructing in any non-current category. (T-3) To regain category currency, the non-current simulator instructor will instruct from the IOS while being monitored by a current and qualified simulator instructor in that category or complete an ID sortie with a current and qualified simulator instructor which focuses on maneuvers in the non-current category of training. (T-2)

2.17.1. For T-1A PIT simulator instructors, the categories of training tracked are Q (XCS01), E (XCS04), and M (XCS02).

2.17.2. T-1A PIT simulator instructors accomplishing an "I" syllabus event will log this as an "E" currency event (XCS04).

2.17.3. T-1A PIT simulator instructors accomplishing a "TN" syllabus event will log this as a "Q" currency event (XCS01).

2.18. ID Sorties. There are several ways to accomplish ID sorties. Maneuvers from each syllabus category of training should be flown each semiannual period. They may be flown on any sortie option below provided the category is appropriate for the mission objectives. Syllabus categories may be combined on any single ID sortie provided sufficient time is allotted to each category (e.g. a low-level route flown for 30 minutes with a forced weather abort to an instrument approach would qualify to accomplish a Low Level and Instrument category of training). **Note:** Not required for aircraft instructor qualified MSIs but an MSI may be substituted for a CSI for any of the options below.

2.18.1. CSI EP option 1. Emergency procedures ID sorties are flown when one CSI receives emergency procedures while occupying the primary seat while another CSI inputs emergency situations. The intent is for the receiving CSI to accomplish emergency procedures during various phases of flight (T/O, cruise, landing, etc.). This option is logged for any EP mission that complies with paragraph 2.13 on any non-student mission when the CSI is in control of the aircraft (Front seat for T-6 and T-38, Left seat for T-1s). If two CSIs are accomplishing the ID mission, they may switch between primary seat and IOS halfway through sortie to get training from both positions. All CSIs must accomplish this option once each semiannual period. Even if accomplished more than once, CSIs receive credit once per semiannual period when using this option.

2.18.2. CSI with CSI option 2. CSI instructional category proficiency ID sorties are flown when one CSI is in the cockpit manipulating the controls and another CSI operating the IOS (2 T-1 CSIs may complete an ID sortie by using the wireless IOS remote from either seat). CSIs must occupy the primary seat (not the IOS) to receive credit for the ID sortie. CSI may

switch positions halfway through sortie to get training from both the primary seat and the IOS ~~positions~~. Maneuvers from each syllabus category of training should be flown each semiannual period. This option may be flown more than once per semiannual period for credit provided different categories of training are accomplished on each sortie.

2.18.3. CSI with CSI/Student option 3. Student mission monitoring ID sorties are flown when one CSI instructs a student mission and another monitors the prebrief, simulator mission, and debrief. Only the CSI monitoring the training may log the ID sortie. **Note: For T-1s only:** When two students are assigned, a second instructor may join the mission and “co-teach.” The instructors co-brief and each CSI teaches a single student in the simulator while the other student and CSI monitor then swap positions halfway through the sortie. Both CSIs debrief the students together. The primary CSI assigned to the simulator accomplishes the AF Form 781 in TIMS. Each CSI completes the gradesheet for the student they taught and CSIs should discuss among themselves the grading practices for the student events observed. Both CSI may log credit for the ID sortie. Even if accomplished more than once, CSIs receive credit once per semiannual period when using this option.

2.18.4. CSI with IP/GSIP/CSI option 4. Instructor training ID sorties are flown when a CSI instructs on any IP/GSIP/CSI missions (IP/EP, upgrade training, requalification, proficiency, etc). When possible, the CSI should spend a minimum of ½ hour prebriefing and debriefing with the IP/ GSIP/CSI to cross flow techniques and instructional methods. Even if accomplished more than once, CSIs receive credit once per semiannual period when using this option. **Note: For T-1s only:** When two or more instructors are receiving training, a second instructor (CSI/MSI) may join the mission and “co-teach.” The instructors co-brief and each CSI teaches a single student in the simulator while the other student and CSI monitor then swap positions halfway through the sortie. Both CSIs debrief the students together. The primary CSI assigned to the simulator accomplishes the AF Form 781 in TIMS. Each CSI completes the gradesheet for the student they taught and CSIs should discuss among themselves the grading practices for the student events observed. Both CSI may log credit for the ID sortie. Even if accomplished more than once, CSIs receive credit once per semiannual period when using this option.

Chapter 3

EVALUATIONS

3.1. Conducting Simulator Instructor Evaluations. All CSI and non-aircraft instructor qualified MSI evaluations will be conducted in accordance with the provisions of this instruction and should be accomplished on actual student instructional missions whenever possible. **Note:** MSIs qualified as instructors in the aircraft will comply with all appropriate MDS-specific, volume 2 and AFI 11-202, volume 2 evaluation requirements and need not complete separate simulator evaluations unless deemed necessary by the unit.

3.2. CSI Examiners (CSIE):

3.2.1. **CSIE Selection.** The SQ/CC/lead CSI will select and designate in writing (AF Form 4348), all CSIEs from the most highly qualified and experienced instructors. (T-2) Selection and designation will be annotated on the unit certification document, recorded in ARMS/TIMS/GTIMS and reported in the Stan/Eval Board (SEB) minutes. (T-3)

3.2.2. CSIE Functions:

3.2.2.1. Conduct simulator and EP evaluations as required.

3.2.2.2. Maintain CSI qualification.

3.2.2.3. Administer evaluations only within their weapon system and only evaluate missions in which they maintain qualification. **Exception:** CSIEs may conduct SPOT evaluations in weapons system in which they are not qualified.

3.2.2.4. Prior to the mission, brief the examinee on the purpose of the evaluation and how it will be conducted.

3.2.2.5. Conduct a thorough post-mission debriefing for the examinee on all aspects of the evaluation. The debrief will include the examinee's overall grade, specific deviations, area grades assigned (if other than qualified), and any required additional training. The flight commander/lead weapon system CSI must be debriefed on all evaluations. (T-3) Additionally, the flight commander/lead weapon system CSI must attend the debrief if the overall grade is Q3. (T-3)

3.2.2.6. Immediately correct breaches of safety or flight discipline during an evaluation. If this situation occurs, the CSIE will debrief the flight commander/lead weapon system CSI and document the deviation on an AF Form 8. (T-3)

3.2.2.7. CSIEs will not evaluate simulator instructors for whom they were the primary instructor during training or upgrade. (T-3)

3.3. Types of Evaluations. The CSI stan/eval program utilizes three types of evaluations to ensure qualification of instructors and standardization of operations: simulator evaluations, EPEs, and supplementary evaluations. Simulator evaluations are administered periodically and will be documented on an AF Form 8. (T-2) EPEs are requisites for simulator instructor qualification evaluations and will also be documented on the AF Form 8. (T-2) Qualification evaluations and EPEs are combined, along with other requisite events (e.g., examinations, Boldface/CAPs) to form simulator instructor Qualification Evaluations. Supplementary

evaluations are tools to be used by the commander to ensure standardization of training and other operations.

3.4. Simulator Instructor Qualification Evaluations. Simulator instructor qualification evaluations consist of two structured phases, ground and simulator. Each phase requires the completion of requisite tasks. The ground phase includes a series of examinations and evaluation of emergency procedures knowledge. The simulator phase includes operation of the IOS and effective instruction of a flying training student. **Note:** Units may require cockpit manipulation of the controls if appropriate. If cockpit performance is required, the unit supplement must document all requirements. Evaluation criteria from the appropriate AFI 11-2MDS, Volume 2 will be used to grade all maneuvers flown from the cockpit.

3.4.1. Simulator Instructor Qualification Evaluation Categories. There are three types of simulator instructor qualification evaluations: instructor qualification (INSTR/QUAL), mission (MSN), and SPOT. INSTR/QUAL and MSN evaluations are administered periodically to ensure basic qualification as instructors in the weapon system. SPOT evaluations of specific simulator instructor performance may also be accomplished.

3.4.1.1. INSTR/QUAL Evaluations. All simulator instructors will complete initial and periodic INSTR/QUAL evaluations, to include requisites, in their primary weapon system. (T-2)

3.4.1.2. MSN Evaluations. The requirement for a MSN evaluation is optional but may be required by individual units in their unit supplement. MSN evaluations may be required for those weapon systems where performance of normal operational and training sorties involves tasks not covered during the accomplishment of an INSTR/QUAL evaluation. INSTR/QUAL and MSN evaluations may be combined into a single evaluation.

3.4.1.3. SPOT Evaluations. A SPOT evaluation is not intended to satisfy the requirements of a periodic evaluation (e.g., INSTR/QUAL or MSN) and have no specific requisites or requirements, unless specified in unit supplements. They may be administered as No Notice. An examinee may utilize a SPOT evaluation to update an INSTR/QUAL/MSN evaluation expiration date provided all requirements for the evaluation are completed within the periods described in paragraph **3.4.7 Note:** When the CSIE administering a SPOT evaluation is not qualified in the weapon system, the evaluation will not be credited towards a periodic evaluation.

3.4.2. Combined Simulator Instructor Qualification Evaluations. To promote efficient use of resources, accomplish evaluations concurrently, whenever practical. If combined, include the designation of each evaluation in the Flight Phase of the AF Form 8 (e.g., INSTR/QUAL/MSN).

3.4.3. Simulator Instructor Qualification Evaluation Prefixes. The following prefixes will be used, when applicable, to further describe evaluations.

3.4.3.1. Initial (INIT). The first evaluation of any type for an instructor qualification in a weapon system (e.g., INIT INSTR/QUAL, INIT MSN).

3.4.3.2. Requalification (RQ). An evaluation administered to remedy a loss of qualification due to expiration of a required periodic evaluation, a flight recheck

following a failed periodic evaluation or loss of qualification due to a commander-directed downgrade.

3.4.3.2.1. When loss of qualification is for expiration of a required periodic evaluation, the evaluation given will be IAW the guidance for that periodic evaluation. The AF Form 8 Mission/Check description will be documented with an RQ prefix.

3.4.3.2.2. When loss of qualification is for failure to pass a periodic evaluation, the recheck evaluation will be IAW the provisions of paragraph 3.4.11 The AF Form 8 Mission/Check description will be documented with an RQ prefix.

3.4.3.2.3. When loss of qualification is due to a commander-directed downgrade (see paragraph 3.4.15), the evaluation profile will be as directed by the commander/lead weapon system CSI. The AF Form 8 Mission/Check description will be documented with an RQ prefix or RQ SPOT, as applicable.

3.4.3.2.4. Do not use RQ to prefix a recheck following a failed INIT evaluation. No qualification was achieved, thus requalification is not possible.

3.4.3.3. **No-Notice (N/N).** A no-notice evaluation is one where the examinee is notified of the evaluation at or after the beginning of normal preparation for the mission. The beginning of normal preparation for a mission will be defined in unit supplement to this instruction. (T-3) The intent is to preclude extraordinary preparation for the mission.

3.4.3.3.1. The no-notice evaluation provides commanders a sampling of daily simulator instructor performance and an assessment of unit training effectiveness.

3.4.3.3.2. An examinee may utilize a no-notice evaluation to update an INSTR/QUAL/MSN evaluation expiration date provided all requirements for the evaluation are completed within the periods described in paragraph 3.4.7. If all requirements were not completed on the first sortie, the SQ/CC may authorize subsequent sorties to complete required events. For out-of-the-eligibility-period No-Notice evaluations, if the examinee elects not to update a periodic evaluation expiration date, the evaluation will be documented as a N/N SPOT evaluation.

3.4.4. **Ground Phase Requisites.** The ground phase for periodic simulator instructor evaluations includes requisites listed below. See paragraph 3.7 of this instruction for additional guidance on simulator instructor examinations.

3.4.4.1. **INSTR/QUAL Evaluations.** Open book examination, closed book examination, Instrument examination, Boldface/Critical Action Procedures (CAPs) examination (if applicable to the MDS), and EPE.

3.4.4.2. **MSN Evaluations.** As specified in the unit supplement to this instruction.

3.4.5. **Simulator Phase Requisites.** The examinee will accomplish all required planning in accordance with the training mission requirements and instruct from the IOS during a student training mission while the CSIE observes. (T-2) (**Note:** The CSIE may role play a student from the cockpit while the examinee instructs from the IOS.) The simulator phase for simulator instructor evaluations includes a suitable simulator profile that will allow evaluation of simulator instructor performance. The profile used to fulfill the simulator phase requisite must incorporate all appropriate requirements set in Table 3.3 and allow accurate

measure of the proficiency of the examinee. Evaluation profiles will reflect unit tasking, daily training missions, be realistic, and incorporate current tactics applicable to the unit mission.

3.4.6. Timing of Simulator Instructor Qualification Evaluations:

3.4.6.1. **Expiration Date.** Required periodic evaluations expire on the last day of the 17th month following the month in which the flight phase was successfully flown (e.g., a periodic evaluation in which the flight phase was completed on 9 Oct 14 expires on 31 Mar 16.).

3.4.6.2. **Eligibility Period.** Periodic evaluations should be scheduled in the eligibility period, defined as the six-month period prior to the expiration date.

3.4.7. **Requisite Completion.** One set of requisites may be used to satisfy the requirements of combined evaluations. Requisites from a completed evaluation may be used for subsequent evaluations provided they cover all required areas and are within the requisite zone for each evaluation. For all evaluations, accomplish requisites as follows:

3.4.7.1. **In-the-Eligibility Period.** For scheduled or no-notice periodic evaluations in the eligibility period, all requisites must be completed within the eligibility period of the current evaluation.

3.4.7.2. **Out-of-the-Eligibility Period.** For periodic evaluations accomplished outside the eligibility period, all requisites must be completed within a six-month period beginning with the month in which the evaluation was administered.

3.4.7.3. **Recheck.** For evaluations used to remedy a failed evaluation, requisites that were valid for the failed evaluation remain valid. Valid requisite completion dates from the Q3 AF Form 8 will not be annotated on the recheck AF Form 8. The recheck AF Form 8 will only include documentation of the flight phase evaluation, unless requisites were not completed or are required to complete the recheck. If the recheck is completed prior to completion of required requisites, delay completion of the AF Form 8 until requisites are complete and enter the requisites on the recheck AF Form 8.

3.4.8. **Alternate Means of Evaluation.** When evaluation of a required area is not possible during the training mission, the area may be evaluated verbally. CSIEs will make every effort to evaluate all required areas during the training mission before resorting to this option. CSIEs will document the alternate means of evaluation in the examiner's remarks section of the AF Form 8.

3.4.9. **Grading System.** A two level grading system is used to evaluate and document simulator instructor performance. On one level, individual scores are recorded for examinations while areas/subareas of simulator instructor performance are individually graded against evaluation grading criteria established in Tables 3.1 and 3.2. Performance less than fully qualified is documented. On the second level, an overall qualification level is determined from the compilation of these individual scores/grades.

3.4.9.1. **Area/Subarea Grades.** Areas/subareas will have a two-tier (Q/U) or three-tier (Q/Q-/U) grading system.

3.4.9.1.1. Q is the desired level of performance. The examinee demonstrated a satisfactory knowledge of all required information, performed simulator instructor duties within the prescribed tolerances, and accomplished the assigned mission.

3.4.9.1.2. Q- indicates the examinee is qualified to perform the assigned area/subarea tasks, but requires debriefing or additional training as determined by the CSIE. Deviations from established standards must not exceed the prescribed Q- tolerances or jeopardize safety.

3.4.9.1.3. U indicates that performance was outside allowable parameters, compromised safety, and/or deviations from prescribed procedures/tolerances adversely affected mission accomplishment. An examinee receiving an area/subarea grade of U requires debriefing and/or additional training, as determined by the CSIE.

3.4.9.2. **Critical Area(s).** Grade all critical areas identified in Table 3.3 as either Qualified (Q) or Unqualified (U). If the examinee receives an unqualified area grade in any of the critical areas identified in this instruction, an overall grade of Q3 will be assigned.

3.4.9.3. Performance Areas/Subareas.

3.4.9.3.1. The CSIE must grade the areas/subareas listed as “required” in Table 3.3. (T-2)

3.4.9.3.2. The CSIE will grade any area/subarea observed during an evaluation if performance in that area/subarea impacts the specific evaluation accomplished or overall safety.

3.4.9.3.3. Minor momentary deviations from grading criteria tolerances are acceptable, provided the examinee applies prompt corrective action and such deviations do not jeopardize safety. Consider cumulative deviations when determining the overall area/subarea grade.

3.4.9.3.4. The CSIE may further identify an area/sub-area as “Commendable” if, in the examiner’s determination, the simulator instructor has demonstrated exceptional skill and knowledge in that particular area/sub-area. Document commendable areas in the examiner’s remarks section of the AF Form 8.

Table 3.1. General Grading Criteria.

I T E M	A	B	C
	Q	Q -	U
1	Altitude ± 150 feet	Altitude ± 300 feet	Exceeded Q- limits
2	Airspeed ± 10 KIAS	Airspeed ± 20 KIAS	
3	Course ± 5 degrees/3 nautical miles (nm) (whichever is greater)	Course ± 10 degrees/5 nm (whichever is greater)	
4	Arc ± 2 nm	Arc ± 3 nm	
Note: If manipulation of cockpit controls is required by specific weapon system evaluations			

(identified in the unit supplement), the general grading criteria in this table apply (except as noted for specific events identified in the unit supplement).

Table 3.2. Grading Criteria.

A R E A	A	B	C	D
	Grading Area	Grading Criteria		
		Q	Q -	U
1	Mission Preparation	Planned mission in a timely manner to meet all training requirements. Identified mission goals, requirements, and developed mission objectives based on student gradebook review and syllabus requirements. Developed sortie profile to accomplish mission objectives. Ensured mission objectives, profile, and environmental conditions (WX, NOTAMS, etc.) were consistent. Completed all applicable Air Force and command forms correctly, and complied with all directives.	Made minor errors or omissions that did not detract from mission effectiveness. Demonstrated limited knowledge of desired objectives based on student and syllabus requirements.	Exceeded Q-limits
2	Mission Briefing	Prebrief, IAW approved briefing guide, all training items in the briefing guide, within the allotted briefing time. Clearly stated the mission overview, objectives, profile and adequately covered all items in the briefing guide. Developed and	Made minor errors or omissions that did not detract from mission effectiveness.	Exceeded Q - limits

		presented appropriate instructional topics for the sortie and demonstrated proficiency using a cross section of instructional aides (white boards, BRI, Table tops, etc.). Ensured CRM objectives and expectations for the mission were clearly stated and understood.		
3	Instructional Skills (Critical Area)	<p>Training media was appropriate for student's needs and training to be given.</p> <p>Displayed good knowledge of appropriate syllabuses, grading procedures, and associated computer products.</p> <p>Clearly defined all mission requirements and any required additional training or corrective action.</p> <p>Instruction was accurate, effective, and timely. Was completely aware of aircraft or mission situation at all times.</p> <p>Aware of student strengths, weaknesses, progress, and took effective corrective action when needed.</p>		Exceeded Q limits
4	Error Analysis	Correctly identified root causes of student errors and provided appropriate instructional techniques and corrective procedures to	Incorrect or incomplete analysis of student performance degraded effectiveness of	Exceeded Q-limits

		avoid error repetition and improve proficiency.	instruction.	
5	IOS Operations (Critical Area)	Set up and operated the simulator IAW appropriate directives. Effectively used available simulator features to facilitate good student training, for example: freeze, playback, demonstration files, prerecorded profiles, semi-manual control, reposition, aircraft malfunctions, weather, slewing, snapshot, and sortie file.		Exceeded Q limits
6	Mission/Scenario Realism	Instructional scenario was realistic, flowed well and designed to cover all mission requirements, goals and objectives.	Scenario was inefficient or failed to meet all mission requirements.	Exceeded Q-limits
7	Communication Skills (Critical Area)	Presented clear and appropriate level procedural and technique discussion that facilitated effective mission objectives. Correctly formulated, timely instruction with concise, understandable terminology. Simulated radio calls made IAW FLIP requirements. Properly simulated an ATC environment.		Exceeded Q limits
8	Task Management (Critical Area)	Organized information and inflight materials. Recognized and prioritized tasks to be accomplished. Accomplished critical tasks before safety of		Exceeded Q limits

		<p>flight is jeopardized. Did not get overloaded by multiple tasks and instructed techniques to prevent under- / over-tasking.</p> <p>Instructed the importance of proper checklist use.</p> <p>Did not display unacceptable behavior under stress and corrected ineffective responses to stress.</p> <p>Complete the simulator mission phase NLT 5 minutes from scheduled end time.</p>		
9	Meeting Lesson Objectives (Critical Area)	<p>Instructed identified mission objectives in a timely, efficient manner.</p> <p>Provided concise, meaningful in-flight commentary.</p> <p>Conducted the simulator mission with a sense of understanding and comprehension of lesson objectives.</p>		Exceeded Q limits
10	General Knowledge	<p>Demonstrated in-depth knowledge of procedures, requirements, aircraft systems, performance characteristics, and mission. Had a thorough knowledge of IFR flight rules and procedures.</p> <p>Had a thorough knowledge of local procedures.</p>	<p>Had deficiencies in depth of knowledge, comprehension of procedures, requirements, aircraft systems, performance characteristics, or mission.</p>	Exceeded Q-limits
11	Emergency Procedures	<p>Able to state proper steps in critical action procedure in sequence, from memory, without</p>	<p>Response to critical action procedures was correct, but</p>	Exceeded Q-limits

		<p>error.</p> <p>Performed proper steps to a satisfactory conclusion.</p> <p>Used checklist effectively.</p> <p>Demonstrated a thorough understanding of aircraft system capabilities, aircraft directives and Air Force Instructions.</p> <p>Demonstrated the ability to apply procedures from all applicable sources of guidance.</p>	<p>response to nonboldface procedures was slow or confused.</p> <p>Used the checklist, but was slow to locate required data.</p>	
12	Grading Practices	<p>Completed appropriate training records accurately. Adequately assessed and recorded performance.</p> <p>Comments were clear and pertinent.</p> <p>Assigned appropriate maneuver and overall grades IAW course training standards.</p>	<p>Made minor errors or omissions in training or evaluation records.</p> <p>Comments were incomplete or unclear.</p>	Exceeded Q-limits
13	Debriefing	<p>Accurately reviewed student performance versus mission training objectives and course training standards (CTS).</p> <p>Identified root cause of errors and offered proper instruction techniques to improve student performance.</p> <p>Provided student suggested profile focus areas for next sortie.</p>	<p>Minor errors or omissions in debriefing, or mission critique.</p> <p>Was occasionally unclear in analysis of events or maneuvers.</p> <p>Did not thoroughly discuss performance in relationship to mission objectives.</p>	Exceeded Q-limits

Table 3.3. Simulator Instructor Qualification Evaluation Requirements.

A R	A	B	C
	Title	Required	Critical

E A			
1	Mission Preparation	R	No
2	Mission Briefing	R	No
3	Instructional Skills	R	Yes
4	Error Analysis	R	No
5	IOS Operations	R	Yes
6	Mission/Scenario Realism	R	No
7	Communication Skills	R	Yes
8	Task Management	R	Yes
9	Meeting Lesson Objectives	R	Yes
10	General Knowledge	R	No
11	Emergency Procedures	R	No
12	Grading Practices	R	No
13	Debriefing	R	No

3.4.9.4. Overall Simulator Instructor Qualification Evaluation and EPE Qualification Levels. Overall simulator instructor evaluation and EPE performance are graded as a compilation of all area/sub-area grades based on the following guidance:

3.4.9.4.1. **Qualification Level 1 (Q1).** The examinee demonstrated desired performance and knowledge of procedures, equipment and directives within tolerances specified in the grading criteria. This will be awarded when no discrepancies were noted, and may be awarded when discrepancies are noted if:

3.4.9.4.1.1. The discrepancies resulted in no U grades being given in any area(s)/subarea(s).

3.4.9.4.1.2. In the judgment of the CSIE, none of the discrepancies preclude awarding of an overall Q1.

3.4.9.4.1.3. All areas/sub-areas graded as Q- during the evaluation were cleared during the debrief of that evaluation.

3.4.9.4.2. **Qualification Level 2 (Q2).** The examinee demonstrated the ability to perform duties safely, but:

3.4.9.4.2.1. There were one or more area(s)/subarea(s) where additional training was assigned.

3.4.9.4.2.2. In the judgment of the CSIE, there is justification based on Q-performance in one or several areas/subareas regardless of whether or not additional training was assigned.

3.4.9.4.2.3. A non-critical area/subarea grade of U was awarded. (The CSIE may award a Q3, but the maximum grade will be Q2).

3.4.9.4.3. **Qualification Level 3 (Q3).** The examinee demonstrated an unacceptable level of safety, performance or knowledge.

3.4.9.4.3.1. An area grade of U awarded in a critical area requires a Q3 for the applicable evaluation or EPE.

3.4.9.4.3.2. A Q3 can be awarded if, in the judgment of the CSIE, there is justification based on Q- or U performance in one or more areas/subareas.

3.4.9.5. **Boldface/CAPs.** Grade Boldface/CAPs examinations on the two-tier grading system (i.e., either Q or U).

3.4.9.6. **Overall Qualification Levels.** The overall qualification level awarded on an evaluation is based on performance during both the flight and ground phases. An overall grade of Q1 or Q2 will be awarded only after all evaluation requirements have been completed and given due consideration. An overall grade of Q3 may be awarded at any time.

3.4.9.6.1. The CSIE will consider performance on requisite examinations in assigning the overall qualification level. If requisite examinations have not been accomplished by the time the CSIE gives the evaluation, the CSIE will be consulted after requisite exams have been completed to finalize the overall grade.

3.4.9.6.2. To receive a qualified grade (Q1 or Q2) on an evaluation, the examinee must demonstrate the ability to operate the IOS (and manipulate the flight controls if required by the unit supplement) safely and effectively during all phases of an evaluation. However, CSIE judgment will always be the determining factor in deciding the overall qualification level.

3.4.9.7. **Exceptionally Qualified (EQ) Designation.** An EQ designation may be awarded by the CSIE, but may only be applied to the total evaluation, not to separate requisites. The designation may be awarded when:

3.4.9.7.1. The examinee has demonstrated exceptional skill and knowledge in all phases of the evaluation;

3.4.9.7.2. The examinee has not failed any requisite and;

3.4.9.7.3. The examinee received a Q on all areas/subareas evaluated during the evaluation and EPE.

3.4.10. **Remedial Action.** All grades of Q- or less require action to remedy the discrepancy and/or deficiency in performance. Remedial action includes debriefing discrepancies and/or assignment of additional training. See paragraph 3.4.11 when discrepancies result in failure to pass a flight evaluation.

3.4.10.1. **Debriefed Discrepancy.** Remedial action accomplished during debrief of the evaluation wherein the CSIE provides briefing/instruction concerning the discrepancy and determines that the examinee has gained the necessary knowledge or proficiency to remedy the discrepancy. The discrepancy area/subarea description is annotated with “Debriefed” in paragraph B of the Examiner’s Remarks section of the AF Form 8 Comments.

3.4.10.2. **Additional Training.** Any training recommended by CSIE to remedy deficiencies identified during an evaluation. Assignment of additional training by a CSIE should result in no higher than a Q2 on the applicable evaluation or EPE. The overall grade is still at the discretion of the CSIE IAW paragraph 3.4.9.6.

3.4.10.2.1. Additional training may include self-study, ground instruction, or use of a simulator. To complete additional training, the examinee must demonstrate attainment of satisfactory knowledge or proficiency.

3.4.10.2.2. Additional training is documented in paragraph C, Recommended Additional Training, under Examiner's Remarks in the AF Form 8 Comments section. Description of assigned additional training will include how satisfactory knowledge or proficiency will be demonstrated to an ICSI.

3.4.10.2.3. Due dates and dates on which additional training is completed will be documented in the appropriate areas of the AF Form 8 (see paragraph [3.8.1.7.5](#)).

3.4.10.2.4. The ICSI who completed the additional training (or final event if more than one) will sign as the Certifying Official on the AF Form 8 under Additional Training, Section II. (T-2) This serves to verify completion of all assigned training as documented in paragraph C, Recommended Additional Training, under Examiner's Remarks.

3.4.10.2.5. Accomplish additional training by the last day of the third month following the date of the discrepancy (e.g., for an evaluation on 21 Jan 14, additional training must be accomplished by 30 Apr 14). (T-2) If a simulator instructor exceeds the allotted time for completion of additional training, the squadron commander/lead CSI will review the situation and direct appropriate action. (T-2) Document the circumstances with an MFR to be included in the AF Form 8 IAW paragraph [3.8.1.9.3.5.5](#) (T-3)

3.4.11. Failure to Pass an Evaluation.

3.4.11.1. Simulator instructors receiving a Q3 evaluation are non-mission ready (NMR) and will not conduct student training.

3.4.11.2. If an examinee fails an evaluation, a successful recheck must be completed by the end of the third month after the date of the first failure, (e.g., for an evaluation on 20 Jun 14, complete the recheck by 30 Sep 14). (T-2) The CSIE that administered the original check will not administer the recheck. A recheck is successfully completed when the examinee performs to Q criteria (Q or Q-/debriefed) for each area graded U.

3.4.11.3. SQ/CCs/lead CSIs may approve changes to the time limits in this paragraph on a case-by-case basis. Every reasonable effort must be made to requalify the examinee. Commanders/lead CSIs will determine the training required based on the individual's experience level. Document the changes with an MFR to be included in the AF Form 8 IAW paragraph [3.8.1.9.3.5.5](#) (T-3)

3.4.12. **Restrictions.** When deemed necessary in the judgment of the CSIE, restrictions will be imposed on the examinee until successful completion of assigned additional training and/or a recheck.

3.4.12.1. Restrictions should address the specific operation that requires supervision and the criteria for removal of the restrictions.

3.4.12.2. Specific restrictions and the criteria for the removal of the restrictions will be documented as the first item of the AF Form 8 Comments. Restrictions associated with failed requisite examinations will not be documented on the AF Form 8.

3.4.13. Supervised Status. If unsatisfactory performance or restriction requires the simulator instructor be placed on supervised status, the type of supervisor (i.e., instructor or designated supervisor) will be determined by the squadron commander/lead CSI. Supervision will be accomplished by instructors or designated supervisors qualified in the specific weapon system.

3.4.14. Failure to Complete an Evaluation within the Required Period. If an examinee fails to complete an evaluation within the eligibility period for an in-the-eligibility period evaluation or within the period listed in paragraph 3.4.7.2 for an out-of-the-eligibility period evaluation, the simulator instructor loses the qualification covered by the evaluation and the restrictions of paragraph 3.4.11 apply. Qualification may be re-established by administering a requalification evaluation (see paragraph 3.4.3.2) or by completion of the delinquent evaluation.

3.4.14.1. Sq/CCs/lead CSIs may approve a one-time extension of no more than 90 days due to pending separation of CSI or unforeseen illness. Document the one-time extension with an MFR in the flight evaluation folder (FEF).

3.4.14.2. OG/CCs may approve plans to preclude the reaccomplishment of completed requisites to complete the evaluation on a case-by-case basis. Document the circumstances with an MFR to be included in the AF Form 8 IAW paragraph 3.8.1.9.3.5.5 (T-3)

3.4.15. Commander-Directed Downgrade. Any commander/lead CSI/lead weapon system CSI (squadron or above) in the simulator instructor's chain of command may direct a downgrade to unqualified status without administering an evaluation under the following guidance:

3.4.15.1. For instruction-related cases, use for cause only (e.g., breach of flying discipline or safety), including incidents not observed by an examiner, or observed, but by an examiner of another aircrew specialty.

3.4.15.2. For non-instruction-related cases, do not use as a substitution for, or in lieu of, administrative or judicial actions. Use in cases where such actions directly affect the commander's/lead CSI's confidence in the simulator instructor's ability to safely operate the IOS and/or equipment (i.e., lapse in judgment significant enough to cast doubt on the simulator instructor's decision-making abilities).

3.4.15.3. The simulator instructor will cease acting in the qualification(s) in which they have been downgraded effective with the date the commander/lead CSI initiated the downgrade.

3.4.16. Multiple Qualifications. Multiple qualification guidance applies to simulator instructors who maintain qualification in two or more weapon systems. When differences between weapon systems are great enough, the unit will identify requirements for separate qualification requirements in their supplement. (T-3) When separate qualification is not required, the unit will document certification in different weapon systems using the AF Form 4348.

3.4.16.1. **Documentation.** Document AETC/A3V approval for multiple qualifications, including a list of aircraft in which qualification will be maintained, in an MFR placed in Section II of the Flight Evaluation Folder (FEF). (T-3)

3.4.16.2. **Qualification and Mission Evaluations.** All simulator instructors require an INSTR/QUAL evaluation, and, if applicable, a MSN evaluation, to include requisites, in each weapon system.

3.4.16.3. **Failure to Pass a Flight Evaluation.** A Q3 on an INSTR/QUAL or MSN evaluation applies only to the weapon system for which the evaluation was administered, unless, in the opinion of the evaluator, the discrepancy is applicable to additional weapon systems.

3.5. Emergency Procedures Evaluations (EPEs). Evaluate a simulator instructor's knowledge of weapon system-specific EPs and systems knowledge for all INSTR/QUAL evaluations. If required by the unit, evaluate MSN specific emergency procedures and systems knowledge during MSN evaluations. Only one EPE needs to be accomplished for each combined evaluation (i.e., one EPE for a INSTR/QUAL/MSN evaluation). A single EPE may be used for separate evaluations (e.g., a MSN and INSTR/QUAL evaluation) if the EPE is of a scope and duration to cover required areas and must be within the requisite zone for each evaluation.

3.5.1. There are three allowable options to complete the EPE. (T-2)

3.5.1.1. Option 1: The CSI is evaluated for the EPE on a student syllabus directed Emergency Procedures mission where emergency procedures training is the primary focus. (eg: syllabus block title "**T-1A Basic Systems and Navigation Procedures**" would not qualify even if EPs are accomplished but the title "**Basic / Emergency Procedures**" would qualify).

3.5.1.2. Option 2: The CSI being evaluated operates the IOS and provides relevant instruction to the CSIE who will role play a student. The mission should follow guidance from a student syllabus mission primarily focused on emergency procedures training.

3.5.1.3. Option 3: The CSI sits in the primary seat and receives various situations for the evaluation. If the semiannual EP simulator (paragraph 2.13.1) is flown with a CSIE during the evaluation eligibility zone, the mission may be used and documented as the EPE. The CSIE will inform the CSI prior to the event that the mission is part of the periodic evaluation and allow adequate preparation time. If used for the EPE, the CSIE will document the EPE mission in the TIMS/GTIMS Stan/Eval module. Instructors may swap positions after all requirements have been met.

3.5.2. The EPE may be logged as ID Option 1.

3.5.3. **Q1 Performance.** Q1 performance for EPEs requires successfully passing a Boldface/CAPs exam and planning, instructing, and critiquing a comprehensive student EP simulator mission that accomplishes all student required training. All student questions must be answered and the student mission must be graded appropriately.

3.5.4. **Additional Training.** For EPEs graded "Q2" with additional training, the CSIE will indicate whether the additional training must be accomplished before the next mission under restrictions in the Comments block of the AF Form 8.

3.5.5. Boldface/CAPs Failure. An incorrect response to a Boldface/CAP situation during an EPE requires Q3 EPE grade. A simulator instructor who receives a Q3 grade as a result of Boldface/CAPs error will not instruct again until a successful reevaluation is accomplished (either written, verbally, or in a simulator as determined by the CSIE).

3.5.6. Unqualified EPE. An examinee receiving an unqualified EPE grade (Q3) will be placed on supervised status until a successful reevaluation is accomplished.

3.6. Supplementary Evaluations. Supplementary evaluations are administrative tools used by the assigned commander/lead CSI to identify and evaluate implemented solutions to operational problems, such as negative checkride trends. The form and content of supplementary evaluations is at the discretion of the commander/lead CSI directing the supplementary evaluation.

3.6.1. Supplementary evaluations are not qualification evaluations.

3.6.2. The commander/lead CSI directing the evaluation will determine evaluated areas. The appropriate stan/eval function (e.g., OGV or squadron stan/eval) will determine the method of evaluation, is responsible for administrative management of data collection, and will report results as directed by the commander/lead CSI.

3.6.3. Individuals other than CSIEs as determined by the commander/lead CSI may conduct supplementary evaluations.

3.6.4. Supplementary evaluations may be administered in conjunction with a qualification/mission evaluation. Supplementary evaluations should not result in the assignment of an overall grade for any specific simulator instructor, nor should it be documented on an AF Form 8.

3.6.5. Supplementary evaluation results will be documented in SEB minutes. (T-2)

3.7. Simulator Instructor Examination Program. The simulator instructor program will use the unit stan/eval aircrew examination program as outlined in Chapter 6 of AFI 11-202, Volume 2, *Aircrew Standardization/Evaluation Program*. Units may add simulator instructor specific questions to the appropriate examinations or develop simulator instructor specific exams.

3.8. Documentation. Administration of the simulator instructor qualification evaluation program requires accurate documentation. The qualifications for which a simulator instructor is to be evaluated are determined from the unit certification document. The results of all simulator instructor evaluations will be recorded on an AF Form 8. (T-2) The chronological history of evaluations for a simulator instructor is recorded on an AF Form 942, *Record of Evaluation*. (T-2) These AF forms are maintained in the FEF for the simulator instructor. (T-2) (Use of electronic forms is authorized, to include use of electronic signatures and wholly electronic FEFs.)

3.8.1. AF Form 8, Certificate of Aircrew Qualification. Use the AF Form 8 to record simulator instructor qualification. The AF Form 8 is signed by four individuals in the following order: the CSIE who completes the evaluation, the Reviewing Officer, the Final Reviewing Officer and the examinee. **Exception:** For a Commander-Directed Downgrade AF Form 8, only the commander/lead CSI directing the downgrade signs as the Final Approving Officer.

3.8.1.1. General Data Entry. Use the following guidance when completing an AF Form 8.

3.8.1.1.1. If an electronic form is used, the format required by the form will be used.

3.8.1.1.2. For date fields in the AF Form 8 use a two-digit day, three-letter month and two-digit year format.

3.8.1.1.3. The Eligibility Period and Expiration Date of Qualification will use a three-letter month and two-digit year format.

3.8.1.1.4. To facilitate the entry of data on the form, except where specifically noted otherwise, use upper and lower case letters.

3.8.1.1.5. Requirements for letter font, numbers of spaces for indentation and justification (right, left or centered) of data are not specified. Unit supplements may direct specific format standards for such data entry.

3.8.1.2. **Date Completed.** Use the latest completion date (ground or simulator phase) of the evaluation requisites or the additional training. Use this date on the AF Form 942.

3.8.1.3. **Examinee Identification.** Name, Civ or Grade and last four of SSAN.

3.8.1.4. **Organization and Location.** In order to maintain a consistent record of instructor history regardless of the simulator instructor's actual office symbol, enter the unit designation and location where the examinee is assigned/attached for training.

3.8.1.5. **Aircraft/Crew Position.** Enter the weapon system in which the evaluation was given and SI as the crew position. Only when a CSIE is receiving a SPOT CSIE Objectivity evaluation, should you enter CSIE as the crew position. For simulator instructors that are qualified in multiple weapon systems, list all additional weapon systems qualified in as a result of the evaluation in the Remarks section, paragraph A, following the mission description.

3.8.1.6. **Eligibility Period.** Enter the 6-month period preceding the expiration date from the last similar periodic evaluation (e.g., if the last INSTR/QUAL evaluation expires Sep 14, enter Apr-Sep 14). Enter N/A (not applicable) for INIT, SPOT, and RQ evaluations.

3.8.1.7. Qualification.

3.8.1.7.1. **Ground Phase.** (If applicable)

3.8.1.7.1.1. **Examination/Check.** Make a separate entry for each ground requisite examination/ evaluation. Discrepancies will be noted in the examiner's remarks. If requisites exceed available lines, make combined entries or document additional requisite completion in the Comments section. Annotate "Instrument" for instrument requisite examination. Annotate "Boldface" or "CAPs" as required by the unit supplement.

3.8.1.7.1.2. **Date.** In the date column, enter the date that the requisite is successfully completed.

3.8.1.7.1.3. **Grade.** Enter failed examination score with successfully completed score as follows: 84/98. Enter failed Boldface/CAPs with successful re-accomplishment as follows: U/Q. Separate Boldface/CAPs grades from other requisite examination grades when on the same line by enclosing them in parentheses as follows: 84/98 (U/Q). Enter failed EPE grades with a successful

recheck as follows: 3/1.

3.8.1.7.2. Flight Phase.

3.8.1.7.2.1. **Mission/Check.** Use the following designations to describe the purpose of the evaluation(s): INSTR/QUAL, MSN, and SPOT. Use the following prefixes, when applicable, to describe the type of evaluation: INIT, RQ, and N/N. Make a single line entry to document the event(s) used to complete the evaluation.

3.8.1.7.2.2. **Date.** Enter the date the event was completed.

3.8.1.7.3. **Qualification Level.** Place a “1” or “2” in the qualified block or a “3” in the unqualified block for the examinee’s overall qualification level. Combined evaluations require only one qualification level number if all parts of the evaluation were awarded the same qualification level grade. If the qualification levels assigned parts of a combined evaluation vary, indicate the qualification level for each part separately. In the event of a ground recheck for a simulator phase Q3 evaluation, annotate the overall qualification grade on the AF Form 8 (and AF Form 942) as “3/1” in the qualified block.

3.8.1.7.4. **Expiration Date of Qualification.** For evaluations that establish a new eligibility period, enter the month and year that is 17 months after the month in which the flight phase of the evaluation was successfully completed. For evaluations that do not establish a new eligibility period, enter “N/A.” Combined evaluations require only one date if all parts of the evaluation were successfully completed and “N/A” if all parts were assigned an unqualified grade. For a combined evaluation where one component is successfully completed and one component is assigned an unqualified grade, indicate by assigning a new expiration date for those portions completed successfully, and “N/A” for those portions awarded an unqualified grade.

3.8.1.7.5. Additional Training.

3.8.1.7.5.1. **Due Date(s).** If required, enter a date not to exceed the last day of the third month following the event requiring additional training (e.g., 26 Jan 14 Evaluation, 30 Apr 14 due date); otherwise, enter “N/A.” If more than one date is required, preface the date completed with EPE or SIM, as appropriate.

3.8.1.7.5.2. **Date Additional Training Completed.** Enter the date(s) the examinee completed additional training, otherwise, enter “N/A.” If more than one date is required, preface the date completed with EPE or SIM, as appropriate.

3.8.1.7.5.3. **Certifying Official.** The ICSI completing the additional training (or last training event if more than one) will sign and date as the certifying official.

3.8.1.7.6. **Restrictions/Exceptionally Qualified/Commander-Directed Downgrade.** Place an “X” in the appropriate block when comments are annotated in Section IV. Do not annotate for restrictions resulting from failed requisite examinations.

3.8.1.8. Signatures.

3.8.1.8.1. **Flight Examiner.** The CSIE signing Section III of the AF Form 8 is responsible for the content of the AF Form 8. He/she will normally be the first dated

signature. If however, more than one CSIE was involved in administering the evaluation, CSIEs other than the one signing Section III will enter remarks in the Mission Description block of the AF Form 8 describing those parts of the evaluation they evaluated and sign a signature block immediately adjacent to their remarks.

3.8.1.8.2. Reviewing and Final Approving Officers. The Reviewing Officer should be the appropriate lead CSI or lead weapon system CSI. For CSIs, the Final Approving Officer should be the person who signs the examinee's civilian appraisal. If an MSI on extended DNIF status receives a SI INSTR evaluation, the Final Approving Officer is the MSI's Commander. ~~Both~~ Reviewing and Final Approving Officers will review the content of the AF Form 8, the CSIE's overall assessment, ensure all required additional training is adequate to correct the noted deficiencies and is complete, and will place an "X" in the "Concur" block indicating concurrence with the AF Form 8. If either or both officers do not agree with the overall rating, the overall grade will not be changed, but the dissenting officer will place an "X" in the "Do Not Concur" block on his/her line on the AF Form 8 and provide reason for non-concurrence in Section IV, D, Additional Comments, Reviewing/Approving Officer's Remarks (as applicable) block. The Reviewing Officer will sign and date the AF Form 8 after the CSIE but prior to the Final Approval Officer. The same individual will not sign as both the Reviewing and Final Approving Officer. As applicable, the Final Approving Officer may recommend or give a commander-directed downgrade, IAW paragraph **3.4.15**, if further action is warranted.

3.8.1.8.3. Organization Block Format. Annotate unit or organization and office symbol of the CSIE that administered the evaluation and the unit or organization and office symbol of the reviewing and final approving officer.

3.8.1.8.4. Examinee. The examinee will sign and date after the Final Approving Officer's signature in Section III of the AF Form 8 certifying that the examinee has been briefed and understands the action being taken. Annotate unit or organization and office symbol in the Typed Name and Grade block. The examinee will be the last dated signature on the AF Form 8.

3.8.1.9. Comments. Use the following headings and format in the space provided on the reverse side of the form, formatted head-to-foot.

3.8.1.9.1. Restrictions (If required). Document each restriction by annotating the specific restriction, level of supervision required, and criteria for removal of the restriction.

3.8.1.9.2. Exceptionally Qualified Designation. (Optional) Enter designation in all capital letters. Document justification before Examiner's Remarks, Section IV Comments.

3.8.1.9.3. Examiner Remarks:

3.8.1.9.3.1. General. For evaluations requiring two or more sorties, the mission description and each required subsequent paragraph/subparagraph will be annotated with First Sortie, Second Sortie, etc., as applicable. First Sortie, Second Sortie, etc. entries on subsequent paragraphs/ subparagraphs will be annotated only if there are discrepancies or recommended additional training, otherwise

annotate with “None” or omit as required. CSIEs other than the one signing Section III will sign a signature block containing name, rank, unit and office symbol immediately adjacent their remarks under their Mission Description portion of the Examiner’s Remarks.

3.8.1.9.3.2. **Mission Description.** Mission descriptions will be of sufficient detail to verify that the required areas for the evaluation were accomplished.

3.8.1.9.3.3. **Discrepancies.** Document discrepancies by annotating the grading area number, grading area title (followed by any subarea title in parentheses), grade awarded annotation if discrepancy was debriefed and synopsis of discrepancy. Associate all ground phase discrepancies under paragraph B. Discrepancies, 1, Ground, and all simulator phase discrepancies under B. Discrepancies, 2, Simulator.

3.8.1.9.3.4. **Recommended Additional Training.** If discrepancies are documented in paragraph B and are not listed as Debriefed, annotate Paragraph C with recommended additional training or a cross reference to where the additional training is documented (e.g., the examinee’s gradebook). Simulator and ground discrepancies will be listed separately. If there is no additional training, annotate paragraph C as, “Recommended Additional Training. None.”

3.8.1.9.3.5. **Additional Comments.** Comments are restricted to significant information dealing with the evaluation not documented elsewhere. OPR/EPR-type comments or comments comparing the examinee to other individuals are prohibited.

3.8.1.9.3.5.1. If the flight phase grade differs from the overall qualification level awarded, the flight phase grade will be entered in this paragraph.

3.8.1.9.3.5.2. If an alternate evaluation method is used to satisfy a part of the ground or simulator phase requirements, enter area number, area title, reason not accomplished in the normal method, alternate evaluation method used and date.

3.8.1.9.3.5.3. If an individual received an overall Q3, indicate whether the entire evaluation must be re-accomplished, or just specific grading areas/subareas.

3.8.1.9.3.5.4. If the recheck examiner of a ground recheck is different than the initial CSIE, the recheck examiner will sign and date an appropriate statement under this paragraph.

3.8.1.9.3.5.5. Incorporate the information contained in any applicable MFRs (e.g., waivers, etc.).

3.8.1.9.4. **Reviewing Officer’s Remarks.** (Optional) Reviewing Officers will annotate their remarks following the Examiner’s Remarks in the space provided. If no remarks, annotate with “None.”

3.8.1.9.5. **Approving Officer’s Remarks.** (Optional) Approving Officers will annotate their remarks following the Reviewing Officer Remarks in the space provided. If no remarks, annotate with “None.”

3.8.1.9.6. **Additional Reviews.** (Optional) Additional reviews are at a unit's discretion and will be defined in the unit's supplement.

3.8.2. **Temporary Evaluation Documentation and Suspense.** File temporary evaluation documentation or a draft AF Form 8 in the CSI's FEF after all evaluation requirements are complete (i.e., all ground and simulator requisites). (T-2) The temporary evaluation documentation or draft Form 8 will include examinee, examiner, type evaluation, qualification level, and date completed. List any discrepancies by area/subarea, any restrictions, any additional training and any additional training due dates. The examiner completing the evaluation will sign and date the documentation. Remove the temporary evaluation certificate when the permanent AF Form 8 is filed in the FEF. File the completed AF Form 8 (all reviews/approvals accomplished) in the FEF not later than the end of the third month following the date completed on the AF Form 8.

3.8.3. **Ground Rechecks.** Ground rechecks are accomplished subsequent to the debriefing of an unqualified evaluation when the CSIE deems a simulator recheck unnecessary. The ground recheck will be documented on the original AF Form 8 generated to document the Q3 evaluation. To document the ground recheck, follow instructions in paragraphs [3.8.1.1](#) through [3.8.1.9.6](#), except as noted below:

3.8.3.1. **Date Completed.** Use the latest completion date (ground phase or successful ground recheck) of the evaluation.

3.8.3.2. **Simulator Phase.** Document the date of the ground recheck on a separate line as "GROUND RECHECK" below the evaluation entry under Flight Phase.

3.8.3.3. **Qualification Level.** Annotate the overall qualification grade as "3/1" in the qualified block.

3.8.3.4. **Expiration Date of Qualification.** For evaluations that establish a new eligibility period, enter the month and year that is 17 months after the month in which the ground recheck was successfully completed.

3.8.3.5. **Examiner's Remarks: Recommended Additional Training.** Document all recommended additional training associated with grading areas where deficiencies will be remedied by a ground recheck under subparagraph labeled Ground.

3.8.3.6. **Signature.** The CSIE that completed the flight evaluation will sign the front of the AF Form 8. If the recheck examiner is different than the initial CSIE, the recheck examiner will sign and date an appropriate statement in the Section IV Comments, Examiner's Remarks.

3.8.4. **Commander-Directed Downgrade.** Commanders/lead CSIs will direct local stan/eval function to prepare an AF Form 8 as follows:

3.8.4.1. **Date Completed.** The effective date of the downgrade is the date the commander/lead CSI initiated the downgrade action. Normally, this is the simulator phase date (for cause). If this is a result of a downgrade for non-training related issues, the date the commander/lead CSI mandated the downgrade action will be used. The date does not have to match the final approval officer (i.e., the initiating commander) signature date. It may be prior to or the same as but will not be after the commander's/lead CSI's signature date.

3.8.4.2. **Examinee Identification.** Complete Name, Grade, and last four of SSAN.

3.8.4.2.1. **Organization and Location.** Organization and location blocks IAW paragraph 3.8.1.4.

3.8.4.2.2. **Aircraft /Crew Position.** Enter the CSI's weapon system and the crew position to which he/she will be re-qualified.

3.8.4.2.3. **Eligibility Period.** Enter "N/A" for the block.

3.8.4.3. Qualification:

3.8.4.3.1. **Flight Phase.** In the Mission/Check block enter the qualification(s) to be downgraded (i.e., INSTR/QUAL, MSN) with the date of the situation that caused the downgrade.

3.8.4.3.2. **Qualification Level.** If the simulator instructor is downgraded to an intermediate level of qualification, place a "2" in the Qualified block. If the simulator instructor is downgraded to an unqualified status, place a "3" in the Unqualified block.

3.8.4.3.3. **Expiration Date of Qualification.** Enter "N/A".

3.8.4.3.4. Restriction(s) and Additional Training Due Date.

3.8.4.3.4.1. If the downgrade is simply to an intermediate level of qualification, leave the box for Restriction(s) unmarked and enter "N/A" for Due Dates and "N/A" for Date Additional Training Completed. The commander/lead CSI may still recommend additional training in Section V. Comments in order for the simulator instructor to regain their qualification; however, a due date will not be entered and the instructor completing the training will not fill out the Certifying Official blocks.

3.8.4.3.4.2. If the downgrade is to an unqualified status, place an "X" in the box for Restriction(s) and enter a Due Date as the last day of the third month from the effective date. Complete the Date Additional Training Completed when required training is complete. The ICSI completing the additional training (or last training event if more than one) will sign and date the Certifying Official blocks in Section II of the AF Form 8.

3.8.4.3.5. **Commander-Directed Downgrade Block.** Place an "X" in the box.

3.8.4.4. Only the commander/lead CSI directing the downgrade and the individual concerned will sign the AF Form 8. Additional reviews are at the unit's discretion.

3.8.4.4.1. **Flight Examiner.** Leave blank.

3.8.4.4.2. **Reviewing Officer.** Leave Blank.

3.8.4.4.3. **Final Approving Officer.** The commander/lead CSI directing the downgrade will sign and place an "X" in the remarks block.

3.8.4.4.4. **Examinee.** The crewmember will sign acknowledging the action being taken by the commander/lead CSI.

3.8.4.5. Comments:

3.8.4.5.1. **Non-Training Related Cases.** If the commander directed downgrade is for non-training related cases, enter “RESTRICTIONS: COMMANDER-DIRECTED DOWNGRADE.” Paragraph A, Narrative, describe the reason for the commander directed downgrade. Include “for cause” in the reasoning statement if due to disciplinary/adverse administrative actions not related to training. For paragraph B, Discrepancies, enter “None.” For paragraph C, Recommended Additional Training, enter as required or “None.” For paragraph D, Additional Comments, enter as required or “None.” If additional reviews are accomplished, annotate in remaining space or use continuation page.

3.8.4.5.2. Training Related Cases:

3.8.4.5.2.1. If the downgrade is to an intermediate level of qualification or to an unqualified status, enter “RESTRICTIONS: COMMANDER-DIRECTED DOWNGRADE.” Paragraph A, Narrative, describe the reason for the commander directed downgrade. Include “for cause” in the reasoning statement. For paragraph B, Discrepancies, identify discrepancies. For paragraph C, Recommended Additional Training, enter as required or “None.” For paragraph D, Additional Comments, enter as required or “None.” If additional reviews are accomplished, annotate in remaining space or use continuation page.

3.8.4.5.2.2. If the downgrade is to an unqualified status, enter “RESTRICTIONS: COMMANDER-DIRECTED DOWNGRADE.” Paragraph A, Narrative, describe the reason for the commander directed downgrade. Include “for cause” in the reasoning statement. For paragraph B, Discrepancies, document discrepancies by annotating the grading area number, grading area title (followed by any subarea title in parentheses), grade awarded, annotation if discrepancy was debriefed and synopsis of discrepancy. For paragraph C, Recommended Additional Training, enter corrective action or training required prior to requalification or “None.” For paragraph D, Additional Comments, enter as required or “None.” If additional reviews are accomplished, annotate in remaining space or use continuation page.

3.8.5. **AF Form 942, *Record of Evaluation*.** The AF Form 942 is an index providing pertinent information extracted from all the AF Forms 8 accomplished by the simulator instructor.

3.8.5.1. **Data Entry.** A one-line entry is used for all evaluations with the exception of those on which the qualification levels awarded portions of a combined evaluation are not all the same. For combined evaluations in which different qualification levels are awarded for any of the portions, a single line entry will be made for each different qualification level awarded indicating which portions of the combined evaluation received that qualification level. Use each AF Form 942 until it is filled or “Z” out any unused blocks.

3.8.5.2. **Computer Generated AF Form 942.** A computer generated AF Form 942 may be used as long as cumulative entries are retained. Electronic copies of the AF Form 942 should be forwarded with the FEF when the individual moves to a new unit. If electronic backups are normally maintained on removable storage media (e.g., DVD-ROM/CD-ROM) or are specifically prepared to facilitate transfer of an FEF, file the storage media in Section I of the FEF.

3.9. Flight Evaluation Folders. The FEF contains the source documents that constitute the history of training qualification for each simulator instructor. The AF Form 8 is the source document used to record and verify the qualification of a simulator instructor. A complete history of the AF Forms 8 in an FEF is maintained on an accompanying AF Form 942. Electronic FEFs are authorized (See paragraph 3.9.7).

3.9.1. Description of Folders. If hard copy FEFs are used, folders must be letter size, able to separate contents into two sections and constructed of heavy stock (recommend press board folder or equivalent). (T-3) Affix a label bearing the individual's name and last four of SSAN to the inside back cover so that the folder may be identified when filed. (T-3) Include additional information on the label if required. Folders must bear the "Privacy Act" statement or a "For Official Use Only" label/stamp on both sides of the FEF folder. (T-0)

3.9.2. Maintenance. Each simulator instructor must have an FEF, which includes all AF Forms 8, AF Forms 942, and any additional unit specified items. The FEF should be maintained by a stan/eval functional office, normally in the organization to which the individual is assigned or attached for training or as defined in the unit supplement. **Note:** A separate simulator FEF is not required for MSIs when an existing FEF is maintained by their unit.

3.9.3. Contents of FEF. Divide the FEF into two sections.

3.9.3.1. (left side). This section contains AF Forms 942, AF Forms and those items authorized by the unit supplement to this instruction (e.g., logs of initial and annual reviews). Section I may contain two tabbed sub-sections. Tabs are optional

3.9.3.1.1. AF Forms 942 will be placed on top of Tab 1 (when tabs are used), in chronological order with the most recent on top.

3.9.3.1.2. Tab 2 (if used) maintain any additional information as directed by the unit supplement.

3.9.3.1.3. If used, file backup electronic storage media in Section I of the FEF.

3.9.3.2. (right side). This Section contains AF Forms 8 and MFRs for all evaluations listed on the AF Form 942 in Section I.

3.9.3.2.1. File AF Forms 8 in chronological order with the most recent on top. Individuals who maintain qualification in two or more weapon systems will file AF Forms 8 in chronological order without consideration of weapon system.

3.9.3.2.2. MFRs documenting waivers are filed on top of the affected AF Form 8. Incorporate the information contained in the MFR onto the applicable AF Form 8 under Examiner Remarks paragraph D, Additional Comments, when action is complete, and remove the MFR from the FEF. Permanent MFRs documenting major discrepancies relating to qualification are filed immediately above the latest affected AF Form 8 or, in cases where the memo is for items other than those found on AF Forms 8, in chronological order with AF Forms 8 (regardless of the date the discrepancy is discovered).

3.9.4. FEF Discrepancies. FEF Discrepancies include those of the AF Forms 8 and AF Form 942. Discrepancies are categorized by their impact on qualification. Discrepancies that alter the qualification of the affected CSI are considered major. Those discrepancies that do

not alter the qualification of the affected CSI are considered minor and include typos, formatting and misspellings.

3.9.4.1. **Major Discrepancies.** Identified major discrepancies are documented on a permanent MFR filed in Section I or II immediately above the affected AF Forms 8/942, or in chronological order for items other than those found on AF Forms 8/942.

3.9.4.2. **Minor Discrepancies.** Minor discrepancies are documented on a non-permanent record as defined by the unit supplement to this instruction. (T-3) The record of minor discrepancies is to be used to ensure standardization of AF Forms 8/942 and simulator instructor FEFs. Record of minor discrepancies will reside in Section I of the FEF. Any records of minor discrepancies kept in the FEF will be removed prior to any permanent change in station.

3.9.4.3. **Corrections.** As a source document, the AF Form 8 may be corrected by use of white-out/over-print or pen and ink alteration of the original document provided the CSIE signing Section III of the form initials the correction. If the original CSIE is not available after a reasonable effort to obtain his/her initials, priority will then be to obtain the reviewing official's initials first, the approving official (if reviewing official unavailable), and finally the squadron commander. AF Forms 942, not being source documents, may be altered without restriction to reflect the assignment of the affected simulator instructor and the contents of Section II of the FEF.

3.9.5. **Review of FEF.** Document the procedures on how to accomplish an initial review and how to implement the periodic review of FEFs in the unit supplement to this instruction. (T-3)

3.9.5.1. **Initial Review.** The unit will review the FEF for all newly assigned CSIs to establish their qualification(s) prior to their first sortie. (T-3) The reviewing organization is responsible for establishing the qualification of the simulator instructor as determined from the latest applicable documentation in Sections I and II of the FEF. Following determination of the qualification of the simulator instructor, the unit maintaining the FEF is responsible only for documentation subsequently placed in the FEF.

3.9.5.2. **Posting Review.** The unit will review each AF Form 8 when they are placed in the FEF to ensure accuracy and completeness. (T-3) This review will confirm that the eligibility period and qualification as documented are correct, all required evaluation events and requisites were accomplished within the eligibility period and that the AF Form 8 contains all signatures and initials within the allotted time. Do not log the evaluation on the AF Form 942 until the posting review has been accomplished. Posting the evaluation on the form 942 signifies the posting review has been completed.

3.9.5.3. **Periodic Review.** The unit will review all unit FEFs to confirm expiration dates used to track required simulator instructor qualification evaluations are the same as those listed in the FEFs. (T-3) The interval between reviews will not exceed the qualification period window unless a more restrictive review period is established by the unit supplement. Document the periodic review IAW unit supplement.

3.9.6. **Transfer of FEF.** When custody of the FEF is transferred to a new unit or base, retain all records in the folder until reviewed by the gaining unit. (T-3) After review, return to the individual those forms not retained in the folder. (T-3) Simulator instructors will

normally hand-carry their FEF to the gaining organization. When circumstances prevent this, the losing organization will mail the folder to the gaining unit. (T-3) When mailing an FEF or any of its contents, retain a copy until the gaining organization has received the original FEF. (T-3)

3.9.7. Computer Generated Forms and Electronic FEFs. Computer generated forms must mirror AF Forms. If used, electronic copies of the FEF will be forwarded with the individual when they move to a new squadron. Electronic backups will be maintained on removable storage media (e.g., DVD-ROM/CD-ROM). (T-2)

3.9.8. Disposition of FEF. Dispose of the simulator instructor FEF according to the Air Force Records Disposition Schedule (RDS).

STEPHEN J. LINSSENMEYER, JR., Brig Gen,
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Director of Intelligence, Operations, And Nuclear
Integration

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 11-215, *USAF Flight Manuals Program*, 22 December 2008

AFI 33-360, *Publications and Forms Management*, 25 September 2013

AFMAN 33-363, *Management of Records*, 1 March 2008

AETCI 36-2604, *Flying Training Instructor Programs*, 9 October 2013

Adopted Forms

AF Form 8, *Certificate of Aircrew Evaluation*

AF Form 847, *Recommendation for Change of Publication*

AF Form 942, *Record of Evaluation*

AF Form 4293, *Student Activity Record*

AF Form 4348, *USAF Aircrew Certifications*

Abbreviations and Acronyms

AETC—Air Education and Training Command

AFPD—Air Force policy directive

AFI—Air Force instruction

AFRC—Air Force Reserve Command

AFMAN—Air Force manual

AFRIMS—Air Force records information management system

AI—academic instructor

ANG—Air National Guard

ARMS—aviation resource management system

BSI—buddy simulator instructor

CAP—critical action procedure

CRM—crew resource management

CSI—civilian simulator instructor

CSIE—civilian simulator instructor examiner

CSO—combat systems officer

CT—continuation training

DNIF—duties not including flying

DO—director of operations

ELP—emergency landing pattern
EP—emergency procedure
EPE—emergency procedures evaluation
ETCA—education and training course announcements
FEF—flight evaluation folder
FMP—flight manual program
FTS—flying training squadron
GSIP—General Schedule Instructor Pilot
GTIMS—graduate training integrated management system
ICSI—instructor civilian simulator instructor
ICSO—instructor combat systems officer
IOS—instructor operator station
ID—instructor development
IP—instructor pilot
IQT—initial qualification training
KIAS—knots indicated airspeed
MAJCOM—major command
MDS—mission design series
MFR—memorandum for record
MQT—mission qualification training
MSI—military simulator instructor
OG—operations group
OPR—office of primary responsibility
OSS—operational support squadron
PIT—pilot instructor training
QT—qualification training
RDS—records disposition schedule
SEB—stan/eval board
SI—simulator instructor
STURON—student squadron
stan/eval—standardization and evaluation
TIMS—training integrated management system

TRSS—training support squadron

USEM—unit stan/eval monitor

Attachment 2

BUDDY SIMULATOR INSTRUCTOR (BSI) PROGRAM

A2.1. BSI Program. This program should last approximately 1 to 3 months (minimum of 1 month). New simulator instructors will accomplish training requirements listed in paragraphs A2.1.1. and A2.1.2. (T-2) Briefings accomplished during QT may be used to fulfill these requirements.

A2.1.1. **Ground Training.** Ground training consists of the following:

- A2.1.1.1. Squadron policies briefing (before training students).
- A2.1.1.2. BSI briefing (before training students).
- A2.1.1.3. Simulator instructor responsibilities briefing (before training students).
- A2.1.1.4. Commander's review or Commander's Awareness Program briefing.
- A2.1.1.5. Grading practices briefing.
- A2.1.1.6. CT requirements briefing.
- A2.1.1.7. Scheduling briefing.
- A2.1.1.8. TIMS/GTIMS briefing.
- A2.1.1.9. Grade book briefing.
- A2.1.1.10. Flying safety briefing.
- A2.1.1.11. Stan/eval briefing.
- A2.1.1.12. Check section briefing
- A2.1.1.13. Completing EP simulator
- A2.1.1.14. Completing open book syllabus test (locally generated).
- A2.1.1.15. Completing open book course training standards test (locally generated).
- A2.1.1.16. Completing IRC.

A2.1.2. **Simulator Training.** BSI sorties are student sorties accomplished by the new simulator instructor with the BSI monitoring. All BSI sorties will be accomplished with the assigned BSI, a flight unit stan/eval monitor (USEM), a CSIE, or any supervisor (assistant flight commander or above) in the new simulator instructor's chain of command monitoring performance. (T-2) The objective of these flights is to further develop the new simulator instructor's proficiency and instructional techniques. On each BSI sortie, the BSI will discuss instructional techniques, planning profiles, student progress, grading practices, local flying policies, common student errors, and possible pitfalls the new simulator instructor should avoid. These sorties will be documented in the new simulator instructor's BSI record. (T-3) At least one BSI sortie will be flown in each category of training. (T-2)